

Report for Week Ending 10 December 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 13 actions requiring the printing of 96,500 copies or sets of blank forms.
- (2) Two new and three revised forms were approved.
- (3) Five forms were obsoleted.
- (4) The Security Staff, New Building Site Project is completed. Final report has been approved by C/RMS and will be delivered to the Security Staff tomorrow.

b. Intangible

25X1A9a

(1)

25X1A6a

establish [REDACTED] as the supply source of the Agency blank forms for all bases and stations in NEA. Procedures were worked out and a tentative target date of 1 March 1959 has been set for implementing the system. A detailed statement of action taken at the meeting is attached. [REDACTED]

25X1A9a

- (2) Two forms, the Agency Receiving Report and the Supply Action Request were revised to meet current needs. The Supply Action Request form was designed for a 4 part set. This precludes the present need of assembling cut sheets and carbons. [REDACTED]

25X1A9a

2. Assignments - Active

1. Eighteen revisions and 15 new. ✓
2. Seven employee suggestions. ✓
3. Printing Services Survey. [REDACTED] ✓ 25X1A9a
4. Travel Order Revision. DD/P has informed us that their comments on this form should be forthcoming soon. [REDACTED] ✓ 25X1A9a
5. Improvement in the TD Information Report Forms and Systems. [REDACTED] ✓

25X1A9a

25X1A8a

25X1C4a

6. Forms considerations of [REDACTED] - Proposed and received concurrences of OS, [REDACTED] to change shipping category classifications of Forms 16b, 582 and 583a from [REDACTED]. These changes represent considerable savings in shipping costs. Several other forms are also being considered for category change. [REDACTED] ✓

25X1A9a ✓

7. Improvement in the Management of Stocked Forms - Detailed memo for record on latest developments is attached. Further discussions are scheduled. [REDACTED]

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[REDACTED]
25X1A9a